

## RECRUITING POLICIES FOR OFF-CAMPUS ORGANIZATIONS

- Each employer that recruits Schenectady County Community College students or alumni must have agreed to the Equal Employment Opportunity Statement in our on-line career management system or have submitted a separate document to our office.
- Advertising of job opportunities shall be restricted to our online job posting system. Access to this is available at: [www.sunysccc.edu/ces](http://www.sunysccc.edu/ces).
- Flyers, brochures, or special notices **will not** be posted. If you have a special event, please notify the office so it can be highlighted on our career events webpage and for possible email distribution.
- Job announcements sent to our office by fax, mail, or email will be reviewed and forwarded if appropriate to our student body or thrown out.
- The use of SCCC Faculty and Staff to recruit students can only happen after posting of the opportunity with the Career & Employment Services Office or its online system.
- Third-party recruiters are welcome to post specific jobs with companies they serve. General recruiting of candidates IS NOT PERMITTED. Applicants are never to be charged. If we become aware of any infringements, your company can be removed immediately.
- Employers seeking to recruit on-campus are expected to schedule their date and time at least one week before arrival. Employers can be on-campus as long as they receive permission from our office or alternative department on-campus. We expect at least 48 hours notice if you need to cancel. Call 518.381.1365 to reserve a table or register for an event.
- Job descriptions or announcements that are clear and concise are welcomed. We suggest that your description focus on each of the following: education; experience; technical skills/abilities; and personal characteristics required.
- To secure official transcripts from our students, we recommend that you request the student/alumnus to sign a release form authorizing the Registrar's Office to mail a copy of the official document to you.

### **Entrepreneurial/high-risk employment opportunities**

The Career & Employment Office reserves the right to review all employment opportunities and reject or place conditions upon those that are deemed "entrepreneurial/high risk".

Representatives promoting Entrepreneurial/Self Employment based opportunities that do not offer guaranteed income AND require people to invest their own money for business start up materials, licensing or training, or monthly management fees MUST highlight these facts in a clearly stated notice on their table. If this information is not displayed in an easy to notice format, our office will supply such a notice for your table. If we find that the business is not following this requirement, we will ask you to leave immediately and will not be able to reserve

**Any questions related to these policies should be directed to the Coordinator of Career & Employment Services. Call 518.381.1365.**

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